

DEPARTMENT OF EMPLOYMENT RELATIONS

**-OFFICE OF THE SECRETARY BULLETIN-
- DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN -**

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Subject: *Wisconsin Human Resources
Handbook*

The purpose of this bulletin is to inform agencies that the Department of Employment Relations (DER) has decided to redesign and rewrite the Wisconsin Personnel Manual. The new manual will be entitled the "*Wisconsin Human Resources Handbook*." The format of the new *Handbook* is different from the current manual format. We believe the new format will be easier to use and provide agency personnel with concise, usable procedures for conducting classification, compensation, staffing, and other related functions and activities. DER will issue *Handbook* chapters as we complete them. Attached are a brief introduction to the new *Handbook* and a table of contents for the *Staffing* chapters that will constitute the Division of Merit Recruitment and Selection (DMRS) portion of the *Handbook*.

Until all chapters of the Personnel Manual are updated or made obsolete, agencies should maintain copies of both the Wisconsin Personnel Manual and the new *Handbook*. We recommend that new chapters of the *Handbook* be maintained in a separate binder.

The first chapter to be issued is: Chapter 168, entitled: "High Importance Job Content Ratings (HIJC)." This chapter replaces Wisconsin Personnel Manual-Staffing Chapter 134, entitled: "Evaluating Job Content for Selection," which is obsolete and should be destroyed.

This *Bulletin* supersedes Division of Merit Recruitment and Selection Bulletin MRS-94, dated June 1, 1989, which is obsolete and should be destroyed.

Please contact Jesse Garza at (608) 267-0408, with any questions or suggestions about the DMRS portion of the *Handbook*.

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Attachments